

Sisseton Wahpeton Oyate

Job Description

Job Title: Education Department Office Manager

Reports to: Tribal Education Director

FLSA: Non-Exempt

Summary:

The Education Department Office Manager works directly with the Tribal Education Director to facilitate the operation of the Tribal Education Department and the Research office.

Duties:

- Accurately manage the office budget and maintain a cuff account of actual expenses for the Education Department, JOM, the Research Office and all Education Grants. Track and manage all financial paperwork, budgets, budget modification and reports and request reimbursements on a timely basis. Provide financial monthly and quarterly reports to the Education Director.
- Manage accounting programs, such as, work place, timekeeper and etc.
- Answer and direct phone calls and office visitors
- Provide general administrative support, such as; preparing correspondence forms and reports, composing regular correspondence, process confidential reports and documents, updating and completing all files
- Research educational and other pertinent laws and information
- Research, develop, organize and periodically update data bases of educational information
- Maintain, organize and file all records, correspondences
- Interact in a courteous and helpful manner with all stakeholders
- Assist with identifying needs and developing educational priorities, policies and procedures
- Assist and facilitative collaborative working relationships with all area public schools, Tiospa Zina Tribal School, Enemy Swim Day School, Higher Education, Johnson O'Malley Program, SWO Early Childhood Intervention, Head Start Program, Seventh Generation Oyate Voices, GED Adult Education, Youth Department and other Education Programs and staff
- Order Office supplies, equipment and other needed items according to the Tribal Procurement policy and procedure
- Arrange all travel and training needs and subsequent paperwork
- Arrange meetings and professional development opportunities as directed

- Attend trainings and other professional development, as needed
- Arrange and facilitate the Education Department meetings, forums and other required meetings, record minutes and email to all entities within 5 days
- Utilize Dakota Language consistently
- Other duties as assigned

Qualifications:

- Computer proficiency in Word, Excel and Publisher
- Ability to communicate directly and diplomatically with the public and co-workers
- Able to use the internet and other available resources to research educational information needed
- Able to assist with policy development and upkeep, report writing, planning, communications, and organizations of meetings and other goals and follow up

Education and/or Experience:

- AA Degree required
- Proficiency computer and word-processing
- Ability to systematically organize and maintain filing system
- Ability to write reports and correspondence
- Willing to learn and use Dakota Language

Approved Magma Thompson Date 10/21/2021